

## FORM SUMMARY

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**Name of Form:** Subpoena and Certificate of Service

**Form Number:** GF-126

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**Statutory Reference:** §§805.07, 885.02 and 885.03, Wisconsin Statutes

**Benchbook Reference:** CR 6-11

**Purpose of Form:** To provide a means by which a party to an action can cause a person to appear in a court proceeding and be able to give testimony. Also provides means to require that person bring specified documents to court.

**Who Completes It:** Party seeking the order.

**Distribution of Form:** Original is filed with clerk of court if county is required to pay witness fees; copies to sheriff or process server for service with required fee.

**Accompanying Forms:** Generally none.

**New Form/Modification:** Modification, last update 06/02.

**Modifications:** Modified distribution of form to indicate when clerk of court would receive original subpoena for filing. Also, made it clear that the subpoena needs to be served through the sheriff or a private process server.

**Comments:** None

**About this form:** **This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office and a mandate of the Wisconsin Judicial Conference.**

**If you have additional information that does not change the meaning of the form, attach it on a separate page. The form itself shall not be altered.**